

**CHARTER TOWNSHIP OF HIGHLAND
DOWNTOWN DEVELOPMENT AUTHORITY
Record of the September 15, 2021 Regular Board Meeting**

APPROVED

Members Present: Supervisor Hamill, Chris Hamill, Roscoe Smith, Jennifer Frederick, Dale Feigley, Matt Barnes, Cassie Blascyk

Members Absent: Michael Zurek

Visitor: Scott Berels

Staff Present: Melissa Dashevich, Executive Director
Karen Beardsley, Recording Secretary

Mr. Smith called the meeting to order at 6:20.

Mrs. Dashevich requested that Agenda item “Old Business-Arch Update” be moved to top of the agenda, since Scott Berels drove from Detroit to attend.

Supervisor Hamill started the conversation by saying that the selected structural engineer for the project took pay but didn’t deliver; Scott is looking for another. But drain pipe under road will be a major consideration and will cause the arch to be moved to a different location; as well as the danger of damage to uprights by traffic, county plows, etc. Perhaps the Board might want to consider an alternative to an arch over the road, given all of the obstacles that keep presenting themselves. Scott spoke of some ideas he had such as a sculptural piece for one of the park areas, perhaps with interactive features and/or recreation or seating nearby. Mr. Barnes expressed an interest in creating two pieces to mark either end of Highland Station. Mrs. Blascyk suggested tying the concept in with the wayfinding project. It was decided that all board members gather pictures or suggestions, possible artifacts/ideas, and get to Mrs. Dashevich or Mrs. Blascyk to send to Scott for inspiration, and he will come up with a concept.

Approve Minutes of Regular Board Meeting of August 18, 2021

SUPERVISOR HAMILL MOVED TO APPROVE the Regular Board Meeting minutes of August 18, 2021 as presented. Mr. FEIGLEY SUPPORTED THE MOTION and THE MOTION CARRIED with a unanimous voice vote (7 yes votes).

Director’s Report

Mrs. Dashevich stated that much of her report will pertain to budget which will be covered later in this meeting; however, she would like to add ‘Tech Visit’ and ‘In Your Town’ training to tonight’s agenda under: ‘J. MSOC’.

Treasurer’s Report

No new financial information since the Treasurer’s Report covered at the July meeting.

BUDGET DISCUSSION

At 7:03 Mrs. Dashevich and Mrs. Blascyk stepped out of the meeting. Salary/pay discussions took place with the remaining board members, and the two rejoined the meeting at 7:13.

- 2021 Amended
MRS. HAMILL MOVED TO APPROVE the 2021 Amended Budget as presented. MRS. FREDERICK SUPPORTED THE MOTION and THE MOTION CARRIED with a roll call vote: R. Hamill-yes; C. Hamill-yes; Smith-yes; Frederick-yes; Feigley-yes; Barnes-yes; Blascyk-yes
- 2022 Proposed
MRS. HAMILL MOVED TO APPROVE the 2022 Amended Budget as presented with the following additions: Director Pay-voted up 2% by Board Members; Consultant Pay-voted up to \$18/hour (or \$9,000 based on 500 hours); Recording Sec. Pay-corrected to \$1,200 as previous, as well as increases to associated payroll costs. MR. FEIGLEY SUPPORTED THE MOTION and THE MOTION CARRIED with a roll call vote: R. Hamill-yes; C. Hamill-yes; Smith-yes; Frederick-yes; Feigley-yes; Barnes-yes; Blascyk-yes

NEW BUSINESS

- Ticket Station
 Paint and Tree Removal
 Mrs. Blascyk obtained estimates from Precision Tree for tree removal and stump grinding for several trees, as well as trimming of others located in the Ticket Station Park. Supervisor Hamill felt that repainting the Ticket Station could be put off for another year or two, but the sponsorship recognition should be redone. Mrs. Dashevich suggested unused façade grant dollars be used for this project.

AFTER AMENDMENT, MR. FEIGLEY MOVED TO APPROVE the estimates submitted by Precision Tree & Shrub for this project, as presented in their estimates: Project #1: Remove and grind stumps for two largest spruce trees-\$1,600; Project #2: Remove additional identified spruces and grind stumps, prune crabapples, and trim and clean up around ticket station-\$4,485. MR. BARNES SUPPORTED THE MOTION and THE MOTION CARRIED with a roll call vote: R. Hamill-yes; C. Hamill-yes; Smith-yes; Frederick-yes; Feigley-yes; Barnes-yes; Blascyk-yes
- Tree Lighting.
 Mrs. Dashevich expressed concern for holding our traditional tree lighting as in the past. Choir singers will be wearing masks. Children won't be able to sit on Santa's lap, nor will the fire station be available for refreshments. Discussion took place of alternative scenarios. Supervisor Hamill suggested using the money otherwise flagged for refreshments, sound, etc. and put it towards extra lights and Xmas decorations. Mrs. Dashevich is considering asking Szott to be the full sponsor of the tree lighting since they have sponsored our Festival of Trees. It was decided that if the schools confirm they can participate with the singers, the 'small village' of sheds inside the fire hall will be decorated and families can pass through collecting candy canes and trinkets on their way through the small village, with Santa in the park on a ladder where kids can wave and possibly have a photo op. We can provide individually wrapped treats and juice boxes at the end also provide a map with all of the other festive holiday spots around town, i.e. Ticket Station Park, Festival of Trees, tunnel of lights. Mrs. Dashevich will know by the next meeting whether schools can participate and plans can be made accordingly.

BOARD MEMBER COMMENTS

Mrs. Frederick gave a reminder that the Fall Festival will be taking place at the Farmer's Market on Saturday and encouraged all to attend.

COMMITTEE REPORTS

Design

- Fall Decorations - they will be placed next Thursday by volunteers: cornstalks, hay bales, pumpkins and mums.
- Christmas Decorations - Mrs. Dashevich has begun the process to contract for all of our Christmas decorations.

Economic Vitality

None.

Promotions

- Farmers' Market ends October 9th.
- Fall Scavenger Hunt - September 15th through November 19th.
All storybook bricks have been placed with clue forms to be completed and mailed in or dropped off to be included in a drawing for a \$50 gift certificate.
- Festival of Trees (possible \$1,500 cost for this project; seeking sponsorship for the remaining \$1,500). Mrs. Dashevich has mentioned that she plans to ask Szott for the full sponsorship.

Organization

None.

OAKLAND COUNTY / MSOC

- Spirit of Main Street Micro Business Start-up Grant Program, \$2,500 matching.
 - o Two applied - The Lift and Earth N Soul and each received a \$2,500 grant. It can be used towards marketing, signage, rent. They must also match the amount they received.
 - o Tech Visit is being handled differently this year. The amount must be contracted by September 30th. Mrs. Dashevich is looking into paying ahead towards wayfinding, and getting reimbursed. We will end up losing it for this year, as we don't have a project earmarked. Mrs. Frederick asked if the rehab of the Ticket Station might be considered for this year. Mrs. Dashevich will look into this. She also stated, if MSOC approves this request, the 2022 Tech Visit funds will be used for the WayFinding Project.
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MRS. HAMILL MOVED TO APPROVE the Tech Visit dollars, if able to secure, and if approved for this project, be put towards the aforementioned upcoming rehab of the Ticket Station. SUPERVISOR HAMILL SUPPORTED THE MOTION and THE MOTION CARRIED with a roll call vote: R. Hamill-yes; C. Hamill-yes; Smith-yes; Frederick-yes; Feigley-yes; Barnes-yes; Blascyk-yes

- o In Your Town training - Oakland County will be giving us \$1,500 for business training. Mrs. Dashevich is looking into ZingTrain, which will allow our local businesses to choose what type of training they would like to be presented at their business.

DISTRICT DEVELOPMENT / NEW BUSINESS

Med Roots is gone; replaced by a CBD oil business.

Wrestling Facility next to Salvation Army.

Double Exposure Photography Studio inside Wrestling Facility.

COMMUNITY REPORTS

Unity Project is doing a community quilt project with a Unity theme.

Mrs. Dashevich has \$1,600 in DDA sponsorships, and has been talking with Mrs. Blascyk about the possibility of using that towards the Unity Dollars project for this holiday season. Perhaps begin by giving a few to each business to give away as a customer thank you. Mr. Feigley asked if any other businesses might be willing to sponsor. It was suggested that Mrs. Dashevich approach the Unity Committee with our willingness to put in \$2,000 and hope that another business or two might do the same.

MRS. FREDERICK MOVED TO APPROVE a sponsorship of up to \$2,000 towards the Unity Dollar project if discussed at the upcoming Unity Committee meeting. MR. FEIGLEY SUPPORTED THE MOTION and THE MOTION CARRIED with a roll call vote: R. Hamill-yes; C. Hamill-yes; Smith-yes; Frederick-yes; Feigley-yes; Barnes-yes; Blascyk-yes

CALL TO THE PUBLIC

None.

Mr. Smith adjourned the meeting at 8:48 p.m.

Respectfully submitted,
Roscoe Smith
RS:kb

APPROVED